



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
455 MCNAIR AVE, SUITE 100
FORT SILL, OKLAHOMA 73503-9035

ATZR-CP

16 September 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for Fort Sill Sergeant Audie Murphy Club Selection Board, 1st QTR, FY17.

1. References: TRADOC Regulation 600-14, dated 01 February 1999.
2. Purpose: To provide implementation instructions for the administration of the Fort Sill Sergeant Audie Murphy Club (SAMC) selection board.
3. General: Fort Sill will hold its 1st Quarter, Fires Center of Excellence Sergeant Audie Murphy Club Board on **03-04 November 2016**. The Performance Test start at 1 Mile track located East of Bldg. 5970 South Boundary Road (1-19 FA HQ) NLT 0545 hrs. Board location is the Regimental Conference Room (RCR), 3rd floor, Bldg. 455 (McNair Hall). This is not a competition but an individual effort, do not discuss or work with any other candidate during the selection board.
4. Eligibility: All active Army, Army Reserve, and Army National Guard NCOs in the ranks Corporal through Sergeant First Class, assigned or attached to Fort Sill units. Specifically, candidates must meet the following requirements:
 - a. Candidates are not required to currently be in a leadership position, but must have at least two years of successful previous leadership experience at the section or platoon level.**
 - b. Candidates must have attained at least 270 points without permanent profile or 170 points with a permanent profile on their latest Army Physical Fitness Test.**
 - c. Candidates must not have experienced any disciplinary actions in the past four years. NCOs cited for DUI/DWI, drug offenses, or child/spouse abuse, are permanently disqualified for induction into the SAMC.**
5. Selection Process:
 - a. The selection into the SAMC will be in six (6) phases:
 - (1) Phase I - Commander's Nomination/Evaluation and Performance: Unit commanders who recommend NCOs for membership will pre-screen unit training records and personnel files. They will evaluate candidates based on recorded accomplishments prior to appearance before any initial selection board. A sample format for the Commander's Nomination/Evaluation and Performance is Enclosure 1.

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(2) Phase II - Initial Selection Board: An initial selection board will be conducted at Battalion level under the direction of the unit's senior NCO.

(3) Phase III - Intermediate Selection Board: An intermediate selection board will be conducted at Brigade level command. Candidate nomination packets will be IAW Enclosure 2.

(4) Phase IV – Performance Test: **03 November 2016 / 0545 hrs.** The SAMC performance test will start at the 1 Mile track located East of Bldg. 5970 South Boundary Road (1-19 FA HQ) NLT than 0545 hrs. All candidates are responsible for identifying the test area prior to test day. Candidates will bring the SAMC Evaluation Grade Sheets worksheet with them the morning of. Each candidate will go through series of tasks to include; APFT (270 or above without permanent profile or 170 or above with permanent profile), weapons (M-16A2/M249; assemble – 3 minutes, disassemble - 3 minutes, identify components, functions check) and conduct classroom instruction. Classes will last 10 minutes +/- 2 minutes, and will be graded on the criteria outlined in Enclosure 4. Two or more “No-Go’s” in any area will result in disqualification. The key element in this task is subject knowledge and confidence, just as would be the case while giving a class to Soldiers. The classroom portion will be conducted immediately after the weapons in one of the 1-19 FA classrooms at Bldg. 5970, as will the height and weight directly following the PT Test. Ensure that all candidates have all items needed for Phase IV at this time. No one will be allotted time to leave to retrieve items. Each section of the performance test will be graded on a “GO” or “NO GO” scale. If at any time the candidate fails to complete a task, he/she will be disqualified from consideration. Topics for classroom instruction: (choose one of the following)

The Military Decision Making Process
Leader Development Programs
NCOER Transition Plan (from old to new)
The Army's Leader Development Model
Establish and Maintain Good Order and Discipline

****NOTE:** candidate can return for consideration at future SAMC Boards**

(5) Phase V - Final Selection Board: **04 November 2016 / 0900 hrs.** Board location will be located at McNair Hall, Bldg 455, RCR, 3rd floor. Nominees must report with their sponsor no later than (NLT) 0830 hrs. The SAMC final selection board will be comprised of the CSM, USAFCOEFS, as the president and three or more Command Sergeants Major or Sergeants Major appointed by the president, and a recorder without vote. Nominees are required to have a unit sponsor, senior to them in grade/position and a member of the SAMC, present at the selection board. Nominees require a unanimous vote from the board members to be recommended for induction. Candidates not selected for induction will be verbally counseled by the board president. The candidates selected for induction will be introduced to the local SAMC chapter and presented appropriate awards.

(a) Candidate Nomination packets: Nomination Packets for the Phase V Final Selection Board will be prepared IAW Enclosure 2 and hand-carried to McNair Hall, Bldg. 455, 2nd Floor, Room 123 **NLT 1600 hrs. on 21 October 2016, LATE PACKETS WILL NOT BE ACCEPTED. Brigade S-1 will submit FIVE complete packets in separate binders.** Candidates will hand carry their leaders book to the board.

(b) Uniform: Nominees will wear the Army Service Uniform (ASU) (Female with slacks only), with all awards and decorations. Sponsors will wear the Army Service Uniform

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(ASU) (Female with slacks only), with all awards and decorations. Board members will wear the Army Combat Uniform (ACU).

(6) Phase VI - Induction Ceremony: The SAMC induction ceremony will be scheduled by the SAMC president. Once scheduled, the date will be put out by G3. In the event that the proper documents have not been received from the individual MACOMs, the induction portion may be rescheduled. Uniform for inductees is ASUs for all events. Attire for spouses or guests is duty/business casual.

6. Commands and their subjects are as follows:

CSM Fagan, Carl	Board President	Without Vote
CSM Curtis, Royal	Board Member	APFT/ Physical Fitness (FM 7-22), Army Body Composition Program (AR 600-9), Uniforms and Awards (AR 670-1/AR 600-8-22), First Aid (FM 4-25.11), Profession Of Arms (http://cape.army.mil)
1SG Stewart, Shandrel	Board Member	Army Leadership (ADP/ADRP 6-22), Training Units and Developing Leaders (ADP/ADRP 7-0), Weapons (FM 3-22.9), Land Navigation (FM 3-25.26)
CSM Ackermann, James	Board Member	Knowledge of Family & Soldier Support Agencies, NCOPDS Requirements and Procedures, Unified Land Operation (ADP/ADRP 3-0), CBRN (FMs 3-11, 3-11.3 CHG 1, 3-11.4 CHG 1, 3-11.5)
CSM Young, John	Board Member	History of the NCO Creed (FM 7-22.7), Soldier's Creed –Warrior Ethos (FM 6-22), Drill and Ceremony (TC 3-21.5), PMCS (AR 750-1), The Army (ADP/ADRP 1)
CSM Zappala, Jon Paul SAMC Representative	Board Member	Knowledge of Audie Murphy, 3 rd Infantry Division History, Dog Face Soldier Song, Preparing Defensive Fighting Positions, US Government, Leader's Book (FM 7-22.7)
SFC DELGADO	Recorder	Without Vote

7. The point of contact for this memorandum is CSM Jon Paul, Zappala at (580)442-1403.

CARL A. FAGAN
CSM, USA
Command Sergeant Major of the
Fires Center of Excellence

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Enclosures:

1. Commander's Nomination
Evaluation and Performance
2. Nomination Packet Contents
3. Performance Test
4. SAMC Classroom Evaluation Grade Sheet
5. SAMC Weapons Station Grade Sheet (M249)
6. SAMC Weapons Station Grade Sheet (M16A2)
7. Candidate Biography Format
8. Biographical Narrative of Audie L. Murphy
9. CMH Citation for Audie L. Murphy

DISTRIBUTION:

CSM, Garrison
CMDT, U.S. Army Noncommissioned Officer Academy
CMDT, United States Army Field Artillery School
CMDT, U.S. Army Air Defense Artillery School
CSM, 428th Field Artillery Brigade
CSM, 434th Field Artillery Brigade
CSM, 75th Fires Brigade
CSM, 31st Air Defense Artillery Brigade
CSM, 30th Air Defense Artillery Brigade

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(Enclosure 1) Format for Unit Commander's Nomination/Evaluation and Performance

Office Symbol

Date

MEMORANDUM FOR SAMC Selection Board

SUBJECT: Sergeant Audie Murphy Club Nomination/Evaluation and Performance

1. I recommend _____ be considered for membership and induction. The following information is submitted.

a. LAST, FIRST, M.I. NAME: RANK:

b. PMOS/SMOS:

c. SSN: (Full SSN)

d. UNIT:

e. DUTY POSITION:

f. DATE OF ASSIGNMENT:

g. NUMBER OF SOLDIERS OR STUDENTS (if applicable):

h. TIME AS AN NCO:

i. PAST AND PRESENT NCO DUTY POSITIONS:

j. BASD:

k. ETS:

l. APFT SCORE: DATE TESTED:

m. WEAPON QUALIFICATION SCORE: MM SS EX DATE TESTED:

n. LAST CTT DATE:

o. CIVILIAN EDUCATION:

p. NCOES COMPLETED:

q. ALL AWARDS/DECORATIONS:

r. PAST UNFAVORABLE ACTIONS:

2. Examples citing the nominee's leadership/mentoring performance or their ability to take care of Soldiers and families.

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JONATHAN F. DOE

CPT, FA

Commanding

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(Enclosure 2) Nomination Packet Contents

Five Packets will be assembled in a three ring binder, dividers and tabs are optional, and that contains the following information/documents in order.

1. Table of Contents.
2. Recommendation letter from Brigade/Garrison level CSM.
3. Commander's Nomination/Evaluation, and performance format.
4. Performance Test.
5. A one page, double-spaced, justified, biographical narrative highlighting the candidate's background and career. **(No title or graphics)**. It will be typed in Times New Roman font size 10. The format at enclosure 7.
6. Complete updated Enlisted Record Brief (ERB); **(within 30 days prior to board)**.
7. DA Form 705 (APFT Card) and if required DA Form 5500/5501 (body fat content) **(within 30 days prior to board)**.
8. All awards and decorations, certificates of achievement, appreciation, graduation and/or letters of commendation, recommendation deemed appropriate. List items in order of precedence from newest to oldest.
9. All military/civilian school transcripts. List items in order of precedence from newest to oldest.
10. Documentation of volunteer time to military or civilian organizations.

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(Enclosure 3) – Performance Test

MEMORANDUM FOR SAMA Selection Board

SUBJECT: SAMA Performance Test

1. The following performance test results are submitted for SGT John Doe, a SAMA nominee.

NAME: SSN: (Full SSN) UNIT:

DOR:

DOB: ETS:

PMOS: NCOES:

NUMBER OF SOLDIERS SUPERVISED:

NAME/ADDRESS OF PNOK:

AWARDS/DECORATIONS:

PERSONAL ACHIEVEMENTS:

APFT: WEAPON QUAL:

SUBORDINATE ACHIEVEMENTS:

APFT: WEAPON QUAL:

2. The following information concerning discipline of subordinates is provided:

AWOL: UCMJ: DWI:

3. The following additional comments are provided:

1SG/CSM

Signature Block

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(Enclosure 4) – SAMC Classroom Evaluation Grade Sheet

SAMC EVALUATION GRADE SHEET

Candidate

Date

Start time

End time

1. Appearance

GO / NO GO

2. Introduction

GO / NO GO

3. Instruction

GO / NO GO

Did the Candidate provide the following?

Risk Assessment _____

Administrative Notes _____

Task / Condition / Standard _____

Motivator / Lead-in _____

Terminal Learning Objective /
Enabling Learning Objective _____

Summary _____

Demonstration / Hands on _____

Check on Learning / Evaluation _____

4. Training aids / equipment

GO / NO GO

5. Knowledge of subject area

GO / NO GO

6. Recommend Candidate move on to Phase 5 (Final selection board): YES NO

Grader (Last, First, Rank)

Signature

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(Enclosure 5) – SAMC Weapons Station Grade Sheet (M249)

SAMC EVALUATION GRADE SHEET

Candidate

Date

Start time

End time

**1. Cleared weapon / disassembled weapon in three
minutes or less**

GO / NO GO

**2. Identified the major components of the weapon
(REF: FM 3-22.68, Figure 1-2)**

GO / NO GO

(a) Barrel Assembly _____

(b) Heat Shield Assembly _____

(c) Receiver Assembly _____

(d) Buttstock and Buffer Assembly _____

(e) Trigger Mechanism _____

(f) Gas Cylinder Group _____

(g) Bipod Group _____

(h) Return rod and transfer mechanism assembly _____

(i) Return Spring _____

(j) Piston Assembly _____

(k) Bolt Assembly _____

(l) Slide Assembly _____

**3. Reassembled the weapon / performed functions
on weapon in three minutes or less**

check

GO / NO GO

4. Recommend Candidate move on to Phase 5 (Final selection board):

YES

NO

Grader (Last, First, Rank)

Signature

(Enclosure 6) – SAMC Weapons Station Grade Sheet (M16A2)

SAMC EVALUATION GRADE SHEET

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Candidate

Date

Start time

End time

**1. Cleared weapon / disassembled weapon in three
minutes or less**

GO / NO GO

**2. Identified the major components of the weapon
(REF: 3-22.9,**

GO / NO GO

- (a) Charging Handle _____
- (b) Upper Receiver _____
- (c) Hand Guard _____
- (d) Lower Receiver _____
- (e) Buffer Assembly with Spring _____
- (f) Bolt Carrier _____
- (g) Firing Pin _____
- (h) Firing Pin Retaining Pin _____
- (i) Extractor _____
- (j) Ejector _____
- (k) Extractor Pin _____
- (l) Bolt Cam Pin _____

**3. Reassembled the weapon / performed functions
check on weapon in three minutes or less**

GO / NO GO

4. Recommend Candidate move on to Phase 5 (Final selection board):

YES NO

Grader (Last, First, Rank)

Signature

(Enclosure 7) Candidate's Biography Format

Staff Sergeant John B. Doe was born on 12 May 1954, in Anytown, Yourstate. He graduated from Generic Senior High School in June 1972. He entered the Delayed Entry Program in September then entered Active Duty in December 1982. He attended One Station Unit Training

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(OSUT) for 13E, Cannon Fire Direction Specialist at Alpha Battery, 4th Training Battalion, Fort Sill, Oklahoma.

SSG Doe is currently assigned to E Battery, 4th Battalion, 99th Field Artillery as the S-2 NCOIC. His previous assignments include C Battery, 2nd Battalion 37th Field Artillery, Headquarters, Fort Sill; B Battery, 2nd Battalion 39th Field Artillery, Larson Barracks, Kitzingen, Germany; Headquarters, B Battery 1st Battalion, 7th Field Artillery (Light), Fort Drum, New York and B Battery, 1st Battalion, 4th Field Artillery, Camp Pelham, Korea. Duty positions have included Advance Party Man, Back-Up Computer System (BUCS) Operator, Senior Fire Direction Specialist, Chief Fire Direction Computer, Tracked Vehicle Driver, Battalion Schools NCOIC, Battalion S-3 Operations Sergeant, Unit Drug and Alcohol Abuse Prevention Coordinator, Service School Instructor (PLDC), and Range Control Shift Supervisor.

His military education includes Basic Soldier Education Program-Math, Primary Leadership Development Course, 13E Basic Noncommissioned Officers Course, and Combat Lifesaver Course. Civilian education includes Central Texas College and is currently enrolled at Great Plains Vo-Tech School for Computer Support Specialist. He is half-way to a Bachelor of Science Degree in Computer Multi-Media Design.

SSG Doe's awards and decorations include the Army Commendation Medal-6th Award, Army Achievement Medal-5th Award, Good Conduct Medal-5th Award, National Defense Service Medal, Noncommissioned Officer Development Ribbon with numeral "2", Army Service Ribbon, Overseas Service Ribbon with numeral "2", Driver's and Mechanic's Badge for Tracked Vehicles, Air Assault Badge, various military and civilian Letters and Certificates of Achievement, Appreciation and Recommendation and numerous Commander and Command Sergeant Major Coins of Excellence. He has been selected as NCO of the Month-OCT 88 and DEC 94 and NCO of the 4th Quarter FY 88. Sergeant Doe is a member of the Noncommissioned Officer Association, Association of the United States Army, and United States Field Artillery Association.

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SSG Doe is currently assigned to E Battery, 4th Battalion, 99th Field Artillery as the S-2 NCOIC. His goal is to complete a Bachelor's of Science Degree. In his off-duty time, he participates in Wings of Eagles and Toys-For-Tots. He and his wife, Carolyn, reside in Lawton with their two teenage sons, Huey-17 and Dewey-20.

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(Enclosure 8) Biographical Narrative of Audie L. Murphy

Audie Leon Murphy was a legend in his own time. A war hero, movie actor, writer of country and western songs, and poet. His biography reads more like fiction than fact. He lived only 46 years, but made a lasting impression on American history. Audie was born on a sharecropper's farm in North Texas on June 20, 1924. As a boy, he chopped cotton for one dollar a day and was noted for his feats of derring-do and his accuracy with a gun. He had only 5 years of schooling and was orphaned at age 16. After being refused enlistment during World War II in both the Marines and Paratroopers for being too small (5'5") and underweight (110 lbs.), he enlisted in the U.S. Army a few days after his 18th birthday.

After basic training at Camp Wolters, Texas, and advanced training at Fort George G. Meade, Maryland, Audie was sent overseas. He was assigned to the famous 15th Infantry Regiment of the 3rd Infantry Division where he fought in North Africa, Sicily, Italy, France, and Germany. He earned a battlefield commission for his courage and leadership ability, as well as, citations and decorations including every medal for valor that America gives. He was also awarded one Belgian and three French medals. Lieutenant Audie Murphy is the highest decorated soldier in American history.

Discharged from the Army on September 21, 1945, Audie went to Hollywood at the invitation of movie star James Cagney. He remained in California for the rest of his life and was closely associated with the movie industry, both as an actor and a producer. He acted in 44 films starring in 39 of them. His best known film is "To Hell and Back", adapted from the bestselling book of his war experiences by the same name. Most of his movies were westerns. In 1955, Audie Murphy was voted the Most Popular Western Actor in America by the Motion Picture Exhibitors. Audie wrote the lyrics to 16 country and western songs, the most popular of which was "Shutters and Boards", written with Scott Turner in 1962. The song was recorded by over 30 pop singers, including Jerry Wallace, Dean Martin, and Porter Waggoner. He was an accomplished poet; unfortunately, only a few of his poems have survived.

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In 1950 Audie joined the 36th Infantry Division ("T-Patchers") of the Texas National Guard and served with it until 1966. He was a Mason and a Shriner and belonged to several veterans' organizations. Audie Murphy was killed in a plane crash on a mountaintop near Roanoke, Virginia on May 28, 1971. Fittingly, his body was recovered 2 days later on Memorial Day.

(Enclosure 9) CMH Citation for Audie L. Murphy

2d Lt. Murphy commanded Company B, which was attacked by 6 tanks and waves of infantry. 2d Lt. Murphy ordered his men to withdraw to prepared positions in a woods, while he remained forward at his command post and continued to give fire directions to the artillery by telephone. Behind him, to his right, 1 of our tank destroyers received a direct hit and began to burn. Its crew withdrew to the woods. 2d Lt. Murphy continued to direct artillery fire which killed large numbers of the advancing enemy infantry. With the enemy tanks abreast of his position, 2d Lt. Murphy climbed on the burning tank destroyer, which was in danger of blowing up at any moment, and employed its .50 caliber machine gun against the enemy. He was alone and exposed to German fire from 3 sides, but his deadly fire killed dozens of Germans and caused their infantry attack to waver. The enemy tanks, losing infantry support, began to fall back. For an hour the Germans tried every available weapon to eliminate 2d Lt. Murphy, but he continued to hold his position and wiped out a squad which was trying to creep up unnoticed on his right flank. Germans reached as close as 10 yards, only to be mowed down by his fire. He received a leg wound, but ignored it and continued the single-handed fight until his ammunition was exhausted. He then made his way to his company, refused medical attention, and organized the company in a counterattack which forced the Germans to withdraw. His directing of artillery fire wiped out many of the enemy; he killed or wounded about 50. 2d Lt. Murphy's indomitable courage and his refusal to give an inch of ground saved his company from possible encirclement and destruction, and enabled it to hold the woods which had been the enemy's objective.

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